



Range: SM-2

Exempt

Date: 2/28/2006

CITY CLERK

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To plan, direct, manage and oversee the activities and operations of the City Clerk's Office including serving as liaison between the City Council and the public; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Council and Director of Community Services.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from Director of Community Services.

Exercises direct supervision over clerical, secretarial and administrative assistant classes.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS - essential and other important responsibilities and duties may include, but are not limited to the following:

Essential Functions:

1. Serve as Clerk to the City Council, commissions and boards as needed; attend City Council meetings, executive sessions and study sessions and ensure their proper recordation; direct the preparation of minutes and other documents; direct the publication, filing, indexing and safekeeping of all proceedings of the Council.
2. Direct posting of public notices, ordinances, resolutions and pertinent emergency information.
3. Conduct municipal vote-by-mail elections and coordinate with counties; ensure conformance to all election laws.

Essential Functions (continued):

4. Order, maintain and provide, when appropriate, election supplies and equipment including voter registration applications.
5. Execute and process ballots received.
6. Implement City-wide records management procedures; review records retention and disposition schedules for all City departments; update city code. Maintain custody of official records and archives of the City including ordinances, resolutions, contracts, agreements, deeds, insurance and minutes; certify copies as required.
7. Receive and process formal petitions relating to initiatives, referendums or recalls; examine and certify results; receive and process petitions relating to matters pertaining to the City.
8. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.
9. Manage and participate in the development and administration of the City Clerk's Office budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.
10. Direct preparation, organization, printing and distribution of the agenda and agenda packet materials for City Council meetings.
11. Act as Director of Community Services in the absence of the Director; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
12. Prepare and approve staff time sheets. Review and code billings. Authorize purchases; execute purchase orders, monitor-purchasing logs.
13. Communicate with city staff and the public, respond to questions or inquiries and provide appropriate information regarding established City policies, procedures and regulations.
14. Administer Business Regulation Program.
15. Encourage and facilitate environment for building team efforts and problem solving of work related issues by employees.

16. Work with Director of Community Services on department budget and other projects as necessary.
17. Establish priorities and work independently; multitask and shift focus when and where necessary.
18. Comply with all posting and publication guidelines.
19. Interpret and apply Federal, State and local policies, laws and regulations to the City Clerk's Office.
20. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a City Clerk's Office
- Pertinent Federal, State and local laws, codes and regulations
- Election laws and procedures including management of local elections
- Political reform requirements
- Principles and practices of municipal budget preparation and administration
- Principles of supervision, training and performance evaluation
- Principles and methods of record keeping and report writing
- Principles and practices of records management, including records retention laws and disaster planning
- Knowledge and technical experience with modern computer equipment
- Proficient knowledge of Microsoft Word and Excel
- Knowledge of or ability to learn the principles of FTR Gold, Laser fiche and Casselle
- Business English, spelling and arithmetic

Ability to:

Oversee and direct the operations, services and activities of the City Clerk's Office.

Develop and administer program goals, objectives and procedures.

Prepare and administer large and complex budgets.

Prepare clear and concise administrative and financial reports.

Deliver presentations and explain procedures.

Communicate clearly and concisely, both orally and in writing.

Ability to speak effectively in public.

Establish and maintain effective working relationships with internal and external customers.

Ability to work as a team member and mentor team members for succession and career development.

Maintain effective audio-visual skills needed for successful job performance.

Develop computer programs including implementation and maintenance of Laser fiche programs.
Key-board 60 w.p.m. or greater.

Experience and Training Guidelines

Three years experience as a City Clerk or Deputy City Clerk.

Two years of increasingly responsible supervisory or administrative experience in records management, office management or a related field, preferably in municipal government.

Training:

Equivalent to or an Associates Degree in Business or Public Administration or related field from an accredited Community College or University

License or Certification

Possession of, or ability to obtain and maintain Certified Municipal Clerk status

Possession of, or ability to obtain and maintain Master Municipal Clerk status

Possession of or ability to obtain and maintain Certification as Municipal Elections Official

Possession of or ability to obtain and maintain Notary Public license

Possession of, or ability to obtain and maintain valid Arizona driver's license

WORKING CONDITIONS

Environmental Conditions

Office environment; exposure to computer screens.

Physical Conditions

Essential and marginal functions may require maintaining physical condition appropriate to the performance of assigned duties and responsibilities; maintaining mental capacity in order to make sound decisions and demonstrate intellectual capabilities; the ability to distinguish color; general manual dexterity as well as the ability to :

Work late hours during council meetings

Ability to lift up to 10 pounds.